



**BELCHERTOWN SCHOOL DISTRICT
PERSONNEL & POLICY SUBCOMMITTEE MEETING
August 20, 2015**

- PLACE:** Central Office, 14 Maple St., Belchertown, MA
- TIME:** 9:00 am
- SUBCOMMITTEE:** Ms. Myndi Bogdanovich, Chair (not present); Ms. Dawn French, Member (present)
- ADMINISTRATION:** Karol G. Coffin, Superintendent of Schools (present), Mr. Brian Cameron, Assistant Superintendent and Director of Student Support Services (not present)
- VISITORS:** None

MINUTES

- I. Call Subcommittee Meeting to order
Ms. French called the meeting to order at 9:10 am.
- II. Acceptance of Minutes
 - A. July 28, 2015
Only one member present, unable to accept minutes at this time and will be reviewed at next meeting.
- III. Public comment regarding items on the agenda
There were no public comments regarding items on the agenda.
- IV. Items for action
 - A. Review 2015-2016 Employee Handbook
Discussion: At the next School Committee Meeting, Ms. French will explain that there are changes to the handbook and at that both the red and strikethrough sections should be read.

On Pages 55 of 76 – We removed the five year strategic plan because the plan is no longer here. However, the mission statement is something we're still operating under.

Ms. French wanted to discuss telephone use amongst teaching staff, including Facebook and other social media posts, and questioned whether that language can be added.

There should be no daytime use of Facebook during instructional time. Can we add that language in? No daytime use of Facebook during instructional use. Cell phones should not be used during instructions and should be silenced during periods. Ms. French asked if cell phone use during lunch and break times can be approved and added to the policy. Ms. Coffin suggested that the word "social media" be added to the handbook.

There are currently no changes to the Sexual Harassment Policy. If the School Committee approves what was discussed today regarding general harassment and gender identity, then those changes can be added to the policy.

B. Consider hiring MASC for policy manual update

Discussion: MASC offers a program where they will keep all of our policies updated for us. There is a \$3500 initial cost and then a \$950 cost each year to keep the program going. Also discussed was MASC notification of legislation that would require a policy.

C. Policy JEB, Draft – Entrance Age

Discussion: The only changes were the ones that were previously discussed. Ms. French will recommend these changes to the full School Committee on Tuesday night and ask for action.

D. Inclusive Language

Discussion: No changes have been made to policies with regard to gender identity and anti-discrimination and so we are ready to ask the School Committee to take action on that Tuesday night as well. When comparing our policy to the Amesbury School District policy, we do not have consistencies with that district. We have a sexual harassment section but not a general harassment section.

With regard to adding the GBCBC policy we have had instances of harassment so it is necessary that we have this in place. We will seek approval of the gender identity and harassment sections at the next School Committee Meeting. It is important that JFCB, GBCBC and the approval of gender identity and harassment be approved first and then work on the rest. Ms. Coffin to look at coding before next meeting. Ms. French wondered if MASC would resolve that issue for us as well. Ms. Coffin suggested that we should have two books, "Regulations and Procedures" and then another book called, "Policies".

In regards to inclusive language, in our handbook, we have Harassment based on a person's protective status which falls under gender identity.

E. Policy IJOA-R Draft – Field Trip Policy

Ms. French agreed that this policy looks acceptable.

F. Review of Policies AD, ADA and ADDA-E

Superintendent Coffin wants to know if everyone is really aware of AD and ADA and if we change these policies from year to year. This matter will be brought up for review at the next Governance Meeting.

We don't have gender identity on our policy and this needs to be added to the terminology.

G. Review of Policies ACAB, ACAB-R

Discussion: Policy ACAB has a grievance counselor listed as someone who is not here, so this will need to be changed. Mr. Cameron's name may be used for this. (Use "Assistant Superintendent or Designee"). Page 2 has Dr. Houle's name which must be removed and add Assistant Superintendent. On page 4 of 5 there are many name changes. If a regulation book was used, we wouldn't have to bring everything individually to the School Committee. Only policy would be changed and not names. (Positions could be used).

H. Set calendar for future 2015-2016 school year meetings.

Discussion: Do we have specific policy meetings set in date? Ms. French will decide with Ms. Bogdanovich which days will work best for them and Superintendent Coffin. (Will possibly meet 1:30 on Mondays, once per month, avoiding the first Monday of the month.

V. Unfinished Business

A. Scholarship & Prizes

Table this agenda item. A new policy needs to be written for this item, and will be addressed at the September meeting.

B. Outside Organizations – Policy KCD-E-2

Table this agenda item. We have forms that are outdated and haven't been utilized. This will be addressed at the September meeting.

VI. Subcommittee correspondence

A. Agenda, August 20, 2015

B. Minutes, July 28, 2015

C. 2015 – 2016 Employee Handbook

D. Policy JEB Entrance Age Draft

E. Draft Inclusive Language (Amesbury, MA) and BPS Non Discrimination Policies

F. Policy IJOA-R Draft (Out of State/Country Field Trips)

G. Policies AD, ADA, ADDA-E

H. Policies ACAB, ACAB-R

VII. Adjourn


Ms. French moved to adjourn at 10:04 am.

Respectfully submitted by,

Ramona Griffin
Non-Confidential Recording Secretary to the School Committee

School Committee members' signatures:

_____, Myndi Bogdanovich, Chair

 _____, Dawn French, Member

The mission of the Belchertown Public Schools is to ensure that every student meets with success every day. To that end, we pledge to ensure that we have rigorous, standards-based curriculum; instruction designed to meet the needs of diverse learners in every classroom; and access to the global learning community via state-of-the-art technology in schools that are communities of respect and civility for all.

The Belchertown Personnel & Policy Subcommittee conducts its business in open session pursuant to Chapter 30A, Section 21 of the Massachusetts General Laws. The public is welcome to comment only on items on the agenda for this meeting as noted above. If you wish to address the School Committee regarding an item not on the agenda for this meeting, please contact the Superintendent of Schools, at 413.323.0423 or via email at superintendent@belchertown.org to determine the best way to address your concerns.